



VITA ONSITE WORKSHOPS OVERVIEW

An integral part of an agency's transition process is the VITA Onsite Workshop. A workshop will be scheduled onsite at each agency to:

1. Identify collaborative opportunities to meet transition objectives
2. Provide detailed guidance to agencies on the specifics of the transition deliverables
3. Address agency specific questions and concerns

VITA Functional Leads will conduct the workshop, focusing on the major functional areas of the transition process. There will be separate sessions for Customer Support Services (CSS), Human Resources (HR), Technical, Supply Chain Management (SCM) and Finance.

SLDs, AITRs, and ESDs are expected participants in these meetings. Other key agency personnel and subject matter experts should attend as the agency deems appropriate.

Prior to the VITA Onsite Workshop, each agency will receive spreadsheets and documents populated with their own agency-specific data. The data should be reviewed by agency subject matter experts. Questions and concerns should be documented for discussion on the scheduled meeting day. During each Workshop session, the agency has the opportunity to review and discuss all transition requirements, deliverables and activities.

Continued support and contact will be provided throughout the agency's transition. To aid in the facilitation of questions and to promote timely communications, please direct any correspondence (e.g., questions, concerns, etc.) to contactus@vita.virginia.gov. The LATT Project Manager or the VITA functional lead will ensure that each email receives a prompt response.